## Macintosh HD:Users:meridythtaylor:Desktop:tim-hortons-ellipse-logo.jpg

**GLC201 Career Studies Culminating Assignment**

**Big Idea**: Changes in life can be met with greater ease through planning and preparation

**Expectation:** Demonstrate an understanding of and the ability to prepare for, and engage in, the job search process

**Demonstrate Understanding:** Personal Portfolio and Job Interview



## *Your Mission: The Summer Job*

* Apply for a summer job with the Tim Horton’s
* Create a stellar resume that markets your skills as they connect to the job
* Do some research about the company and the job and then write a cover letter
* Develop a list of references that you can count on to market your skill set
* Come prepared and dressed professionally for a Mock Interview
* **Title page** that includes your name (For example: *Justin Bieber Career Portfolio*

**Hint:** you can include an appropriate picture of yourself or career related graphic

* **Table of Contents**  - shows the organization of your binder / duo tang
* **Cover Letter** - follow format covered in class

* **Resume** - create your own professional resume - if you have a resume, update it and tweak it
* **Job application form** - One example of properly completed application
* **References** - 3 references of people who know your work habits

These are **NOT** relatives - should be teachers, employers, volunteer supervisors, etc.

**Include their complete** name, profession, job title, address, email, and their telephone number

*Must* Include the Following:

### On-line Resources

Tim Hortons Canada

http://www.timhortons.com/ca/en/index.html

My Blueprint

<http://www.myblueprint.ca/>

Course Website

<http://careerstudiesjohnfross.wikispaces.com/GLC20+Course+Outline/>